

COMMERCIAL PROPERTY MANAGER

Job Summary

Imperial Realty Company is an industry leader in commercial real estate headquartered in Chicago. Our portfolio consists of office buildings, shopping centers, industrial buildings and self-storage facilities.

We are seeking an experienced Commercial Property Manager with a keen eye for detail, trained to look for obvious as well as subtle improvements that will enhance our buildings in the suburbs. This is a very hands-on position that involves managing a number of properties with an emphasis on day-to-day building operations and maintenance staff supervision for our portfolios.

- Responsible for all property operational activities in a given portfolio of buildings
- Ensure maintenance and property appearance of the highest possible standards within company guidelines
- Supervise and route maintenance personnel and provide daily prioritized work lists
- Procurement and analysis of multiple competitive bids for projects
- Monitor facility systems such as interior/exterior lighting, life safety equipment building security etc
- Oversee and coordinate all new tenant move-ins to assure proper completion and tenant occupancy dates are met
- Maintain excellent tenant relations
- Perform and/or assist in the timely execution of building renovations and tenant improvement work
- Conduct property inspections on a daily basis, reporting notes taken

Requirements:

- Experiences managing commercial buildings
- Efficient multi-tasking and time management capability
- Experience supervising maintenance personnel providing daily work lists
- Strong verbal communication with the ability to communicate to all levels within the organization
- Proficient with Microsoft Office and have excellent writing skills.
- Must be able to travel to various city and suburban buildings within portfolio

If interested in a challenging work environment and the opportunity for long-term career growth, we look forward to hearing from you. Please send Cover Letter and Resume to Bill Norman at Bnorman@imperialrealtyco.com

Job Type: Full-time